

Subpart A—Introduction to this Part

§ 102-192.5 What does this part cover?

This part prescribes policy and requirements for the effective, economical, and secure management of incoming, internal, and outgoing mail in Federal agencies.

§ 102-192.10 What authority governs this part?

This part is governed by Section 2 of Public Law 94-575, the Federal Records Management Amendments of 1976 (44 U.S.C. 2901-2904), as amended, that requires the Administrator of General Services to provide guidance and assistance to Federal agencies on records management and defines the processing of mail by Federal agencies as a records management activity.

§ 102-192.15 How are “I”, “you”, “me”, “we”, and “us” used in this part?

In this part, “I”, “me”, and “you” (in its singular sense) refer to agency mail managers and/or facility mail managers. The context makes it clear which usage is intended in each case. “We”, “us”, and “you” (in its plural sense) refer to your Federal agency.

§ 102-192.20 How are “must” and “should” used in this part?

In this part—

- (a) “Must” identifies steps that Federal agencies are required to take; and
- (b) “Should” identifies steps that the General Services Administration (GSA) recommends.

NOTE TO § 102-192.20: In their internal policy statements, agencies may require steps that GSA recommends. However, agencies may not change required steps into non-mandatory recommendations.

§ 102-192.25 Does this part apply to me?

Yes, this part applies to you if you work in mail management in a Federal agency, as defined in § 102-192.35.

§ 102-192.30 What types of mail does this part apply to?

- (a) This part applies to all materials that might pass through a Federal mail center, including—

- (1) All internal, incoming, and outgoing materials, regardless of whether or not they currently pass through a mail center; this includes envelopes, publications, postal cards, bulk mail, expedited mail, and individual packages up to 70 pounds that contain paper or publications; and

- (2) Materials carried by agency personnel, contractors, the United States Postal Service (USPS), and all other carriers of such items.

- (b) This part does not apply to shipments of parts or supplies from a material distribution center (a material distribution center is a warehouse that maintains and distributes an inventory of parts and supplies).

§ 102-192.35 What definitions apply to this part?

The following definitions apply to this part:

Accountable mail means any mail for which the service provider and the mail center must maintain a record that shows where the mail piece is at any given time and when and where it was delivered; examples include USPS registered mail and all expedited mail (see definition below).

Agency mail manager means the person who manages the overall mail communications program of a Federal agency.

Class of mail means one of the five categories of domestic mail as defined by the United States Postal Service (USPS) in the Domestic Mail Manual, (C100 through C600.1.z). These are:

- (1) Express mail.
- (2) First class (includes priority mail).
- (3) Periodicals.
- (4) Standard mail (e.g., bulk marketing mail).
- (5) Package services.

Commingle means combining outgoing mail from one facility or agency with outgoing mail from at least one other source.

Commercial payment processes means mechanisms for paying for USPS postage that are essentially the same as those used by private sector mailers. This means paying for postage before the postage is used (which the U.S. Treasury has determined is appropriate